

1. The Vendor Visit Data Sheet forms part of the read-ahead packet for visits and demonstrations. The data sheet describes the purpose of the vendor visit or demonstration, identifies all contracts the vendor currently holds with the National Guard, and details company competencies or presentation topics.
2. The vendor submits the data sheet on company letterhead with a maximum length of two pages. The instructions in italics must be followed.

#### VENDOR VISIT AND BRIEFING AGREEMENT

*(Company Name)*, hereafter referred to as the “Vendor,” is authorized to conduct a demonstration, product display, or briefing for National Guard Bureau or other authorized personnel, about materials or subjects as herein described, and subject to the terms of this agreement.

DEMONSTRATION, PRODUCT DISPLAY, OR BRIEFING: *(Describe)*

LOCATION & DATE(S) OF DEMONSTRATION, PRODUCT DISPLAY, OR BRIEFING: *(List)*

The parties to this document agree as follows:

1. The primary purpose is to provide the Vendor with an opportunity to explain their product or service and shall not be used as an attempt to seek procurement sensitive information.
2. Demonstrations, product displays, and briefings will be conducted for the sole purpose of demonstrating or displaying the capability of a particular item(s) or service and not for fulfilling mission requirements for an interim time frame. The demonstration, product display, or briefing of item(s) or services will in no way, expressed or implied, obligate the National Guard Bureau to purchase, rent, or otherwise acquire the item(s) or service demonstrated displayed. The Vendor has sole responsibility for furnishing all supplies and equipment necessary to accomplish the demonstration, product display, or briefing. Demonstrations, product displays, or briefings will be conducted by an authorized representative of the contractor furnishing the item(s) or services. No U.S. military or civilian employee of DoD will demonstrate or display item(s) or services on behalf of a contractor. The National Guard Bureau shall not assume the costs of or obligation, expressed or implied, for damages to, destruction of, or loss of a contractor’s equipment. The Sponsor Lead will act as the action officer and duly authorized representative of the U.S. Government for the purpose of this agreement and is NAME OF NGB POC, OFFICE SYMBOL, PHONE NUMBER. The Sponsor Lead will work with the Vendor to schedule the demonstration, display, or briefing, and coordinate logistics, security, and information technology requirements. The Sponsor Lead does not have the authority to commit the U.S. Government to any agreements or contracts, and will not be authorized to

make any contact with your organization until he or she has contacted the National Guard Bureau Small Business Programs office and received approval.

3. The Vendor will not file any claim against the U.S. or otherwise seek compensation for any information or services provided under this agreement.

4. Nothing in a meeting with or a demonstration by the Vendor shall be construed as an obligation on behalf of the Government whatsoever. The National Guard Bureau and the Department of Defense are not bound, nor obligated, to follow any recommendations of the Vendor. The U.S. Government is not bound, nor obligated, in any way to give any special consideration to the Vendor on future contracts.

5. No U.S. Government services or U.S. Government-owned supplies will be provided for use by the Vendor.

_____	/	_____
<b>Vendor Company Name</b>		<b>Vendor Title</b>

_____	/	_____
<b>Signature of Vendor</b>		<b>Date of Signature</b>

_____	/	_____
<b>Signature of Sponsor Lead</b>		<b>Date of Signature</b>